



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 9th November 2017

At 7.30pm in the East Worlington Parish Hall

AGENDA

i Present, Apologies and Welcomes:

ii Minutes:

- i The minutes of meeting held on Thursday 14th September 2017 to be approved and signed

iii Matters Arising:

- i Showing Films Update
- ii Trap Door and Ladder to Balcony Update
- iii Project Finance Authorisation Update
- iv Internal Christmas Tree (for decision) - Steve

iv Finance:

- i Role of Treasurer Update – Miya
- ii Treasurer's Report (for information) – Miya
- iii Book Launch Raffle – Miya and Rachel

v Business Plan:

- i Projects – Strategic Overview (for information) - Steve
- ii Heritage Lottery Grant 2014-2016 Report (for information) - Steve
- iii Kitchen Project (for information) - Steve
 - a. Kitchen Project Report
 - b. Project Timeline
 - c. Disruption to use of Hall

vi Membership Roles and Responsibilities:

- i New Member Appointment (for decision) - Steve
- ii Maintenance and Caretaking (for decision) Steve

vii Policies:

- i Fire and H&S Risk Assessment and Checks (for information) – Brian

viii Improvement and Development:

- i External Render and Windows Project Next Actions (for decision) - Steve
- ii Front Foyer, Toilet and Storage Project (for information and clarification) - Jonny

ix Repairs and Maintenance:

- i Repairs and Maintenance Plan Report (for information) - Steve

x Marketing, Promotions and Communications:

- i. Publicity Fliers - Steve

xi Activities and Events:

- i Quiz Night Review
- ii Winnie's Commemorative Quiz Challenge (for decision) - Liz
- iii Christmas Programme
 - a. Xmas Tree and Turning on the Lights
 - b. Xmas: Decorating the Hall
 - c. Xmas Music Quiz Pub Night
 - d. Xmas Community Lunch
 - e. Xmas Brunch

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting

- i 11th January 2018